Open Position: Program Coordinator- Early Literacy

Full time, Salaried: 40 hours per week minimum

Salary and Benefits: Salary DOE, excellent benefit package including 6 weeks of PTO, paid holidays, 100% employer paid medical and dental insurance, SIMPLE IRA, 4-day work week available and an awesome team of co-workers.

Reports to: Program Manager

Education and Experience

Required: Bachelor’s Degree or higher in Education or related field; experience working with children in a preschool classroom or professional out-of-school time setting; experience lesson planning and creating programs; program and volunteer management experience; excellent oral and written communication skills in English.

Preferred: Demonstrable experience leading complex projects to success; experience building collaborations or successfully organizing working partnerships with various stakeholders; strong background in teaching reading, writing, math and SEL skills at Pre-K- 2 grade age range; family literacy/home visit/advocacy experience; Experience with literacy programs; excellent oral and written communication skills in Spanish

Position Overview

TLC Program Coordinators are the primary planners, teachers, curriculum developers, and resource managers of Teton Literacy Center’s (TLC) most visible and critical community activities. This position is responsible for developing and delivering literacy programming to serve students, PreK through 12th grade, and their parents with a primary focus on Pre-K- 2nd grade students. Success requires a commitment to high-functioning communication within and across all areas of the organization including family literacy and afterschool programs, operations, reporting and data, marketing, community outreach and collaboration and volunteer management.

Program coordinators are responsible for ensuring that student data is central to developing and executing lesson plans and individual student and family learning plans. Success requires strong classroom management skills, a commitment to creating culturally responsive classrooms and lesson plans, and strong parent communication skills.

The Purpose of the Position:

To develop and deliver literacy programming to serve students in Pre-k through 12th grade and their parents.

Essential Responsibilities:

Curriculum Development, Instruction and Accountability

- Develop high quality curriculum and daily lesson plans aligned with TLC standards and program goals. Together with a co-instructor, implement literacy lab instruction and family literacy programming. Throughout the summer, implement center-wide literacy, math, and STEAM instruction.
- Apply national and TLC best practices for classroom management to maximize student engagement and success while instructing small and large groups of students. Support volunteers with their classroom management strategies.
- Administer student assessments three times a year and collect and use data to drive instruction in all programs. Maintain and report on data to share with team, parents, teachers, volunteers and other stakeholders. TLC holds itself accountable for results by assuring that reliable data is available and used throughout its work.
- Collect and record daily attendance for family literacy programming, including but not limited to, literacy lab, late night literacy and parent workshops throughout the year.
- Foster innovation and creativity within TLC and the community by encouraging new ways of thinking and working, sharing best or promising practices from others, and creating a safe environment for risk-taking among students.
- Assist with yearly Literacy Lab marketing, student recruitment and enrollment process.
Personalized Support

- Conduct parent, volunteer and teacher check-ins, providing individualized strategies for family/student support.
- Co-conduct parent/teacher conferences once a year with all parents of students.
- Collaborate on and support volunteer management and training, including development and maintenance of volunteer resources and direct support in our Pre-K Literacy Lab classroom.
- Participate in and lead professional development for and with all staff. All programs work within a continuous improvement model and staff are expected to learn and grow in their own practice. Share best practices with volunteers and families through online content, workshops and personalized 1-1 check-ins.

Comprehensive Family Support

- Research, develop and deliver materials, workshops and supports for parents based on TLC curriculum.
- Prepare and deliver programming for family literacy programs including Family Literacy Nights, Literacy Lab Pre-K Field Trips, PACT (Parent and Child Time), Parent Education and Late-Night Literacy.
- Support families through liaison duties including but not limited to; phone calls, SPED meetings, PreK/Kinder updates and connecting families to additional internal and external resources. Develop strong rapport with families throughout the year.
- Schedule and lead monthly home visits to support both the student and the parents by providing at-home resources, goal monitoring and promote parent educational classes or workshops, as needed.
- Support families with Kindergarten transition, including our Practice Kindergarten Program.

Internal and External Collaboration

- Implement strategies for reaching all TLC students by connecting and aligning TLC and community programs to support student achievement and move TLC projects forward, accomplishing both short-term and long-term results.
- Coordinate, build and maintain community partnerships.
- Support grant writing and contract services, according to contract terms, as required.
- Participate in and support organizational events and fundraising efforts.
- Share management of TLC and offsite spaces, including cleaning, maintenance, updates, and organization.

Perform other duties as assigned by the Program Manager or Executive Director.


Apply: Email a cover letter and resume to Lina Collado, lina@tetonliteracy.org with the subject heading “TLC Program Coordinator Position Application”